Notes to Designers

* All Graphic files should be at least **150 DPI**.

* All Graphic files should be created using **CMYK** color mode.
  Provide PMS colors whenever possilbe to ensure best match.

* It is best to **flatten all images** and **outline all text** to ensure that nothing is lost.
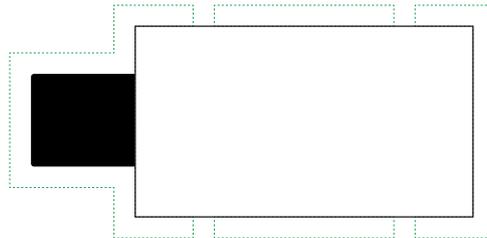
Bi-Fold Brochure Design

- Insert the **Outside (Cover)** of your Tri-Fold Brochure design into this template.

- Your design can fill the entire surface of the brochure within the **black cut line**. *Everything outside of the cut line will be trimmed.*

- Your print will be **folded** along the solid blue center line. *(Do not include it on your final design).*

- Keep **important text** or details within the **safe zone**. *The blue dotted line (**0.125"** inside the **cut line**).*

- You may extend **background graphics** to the **bleed zone**. *The red dotted line (**0.125"** outside of the **cut line**).*

- Be mindful of any information near **USB tab gutter**. *The green dotted lines (**0.11"** outside of the **USB Tab**). (These lines will be used to punch-out the USB tab - They will not be printed on your final design).*

USB Tab Design

- The tear-off USB tab can be **any size** or **shape**. Should be **at least 1" x 1"**

- The tear-off USB tab can be placed **anywhere.** Move accordingly to fit your artwork best.

- The USB tab gutter *(green dotted lines)* must be **at least 0.125"** inside the **safe zone** *(the blue dotted line)*.

- Make sure the position of the USB tab on the Outside, reflects the postion of the tab on the Inside.

Smart Brochure
Tri-Fold - Outside (Cover)
11.00" x 8.50"

Inside Panel

Outside Back

Outside Front

Bi-Fold Brochure Design

- Insert the **Inside** of your Tri-Fold Brochure design into this template.

- Your design can fill the entire surface of the brochure within the **black cut line**. *Everything outside of the cut line will be trimmed.*

- Your print will be **folded** along the solid blue center line.
  (Do not include it on your final design).

- Keep **important text** or details within the **safe zone**.
  The blue dotted line (0.125" inside the cut line).

- You may extend **background graphics** to the **bleed zone**.
  The red dotted line (0.125" outside of the cut line).

- Be mindful of any information near **USB tab gutter.**
  The green dotted lines (0.11" outside of the USB Tab).
  (These lines will be used to punch-out the USB tab - They will not be printed on your final design).

- The **green** text below the USB tab **must be incorporated** somewhere on the brochure.
  Use our format or customize to fit your design. Must be legible.

USB Tab Design

- The tear-off USB tab can be **any size** or **shape.**
  Should be **at least 1" x 1"**

- The tear-off USB tab can be placed **anywhere.**
  Move accordingly to fit your artwork best.

- The USB tab gutter *(green dotted lines)* must be **at least 0.125"** inside the **safe zone** *(the blue dotted line).*

- Make sure the position of the USB tab on the Inside, reflects the postion of the tab on the Outside.

1. **REMOVE** USB TAB   2. **PLUG INTO USB PORT**
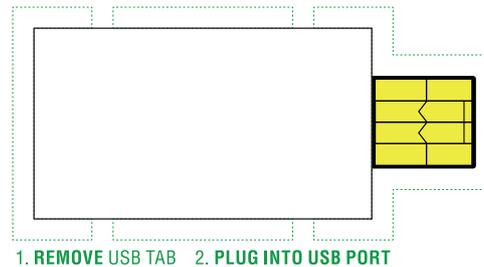
Inside Left

Inside Center

Inside Right